



TO: Program Provider

RE: CE Prior Approval Requests
For Registered Dietitians and
Dietetic Technicians, Registered

The Montana Dietetic Association represents about 250 food and nutrition experts in our state. RDs are licensed nutritionists who provide nutrition services in a wide variety of settings, including hospitals, outpatient clinics, public health, school food service, private practice, long-term care facilities, senior centers, universities, and community organizations. Thank you for considering offering continuing education credits for our members at your next professional meeting. Below are the steps needed to have your program reviewed for continuing education credits.

MDA has contracted with the Commission on Dietetic Registration (CDR) to approve all CE activities offered in state except for the following which must be sent directly to CDR: multistate programs, self-study programs.

Process:

Contact Pat Bollinger, MS RD, the MDA CDR Reviewer Chair, at 406-443-0134 or pbolling@bresnan.net to request the RC-3 Prior Approval Request Form to be sent to you, or download it directly at <http://cdrnet.org/PDFs/RC-3.pdf>. Complete all blanks on the form and assemble the application packet to include:

1. A copy of the program flyer/brochure or outline (or bibliographies if Journal Club).
2. The **required documentation** listed on the RC-3 for educational objectives, timing outline, target audience and qualifications of each speaker.
The following link provides helpful information for completing the application and also guidance about your responsibilities as a program provider <http://cdrnet.org/pdrcenter/prior.htm>
3. A check **made payable to MDA** for the appropriate total from the fee schedule below.
4. **Mail the check with a copy of the completed and signed RC-3 to:**
Pat Bollinger, MS RD
1733 E. Broadway St
Helena, MT 59601
5. Select one of the following three options and submit the complete application packet **at least 4 weeks prior to the planned activity:**
 - a. Mail all the materials with the check.
 - b. Scan the documents and send via email to Pat at pbolling@bresnan.net.
 - c. Fax to Pat at 406-443-0134.

Fee Schedule: (effective for programs submitted for approval on or after January 1, 2011):

	Fees are non-refundable.
Single day program	\$10/hr up to \$50/day max
Multiple day program	\$50/day (no discount if less than 5 hours on any day)
Each repeat in 1 yr period of the same activity	\$20 for each repeat of the same activity
Late fee	\$20 for requests received after the 4-week deadline. Approval for requests made less than 2 weeks before the program may not be possible though every effort will be made to process them. Call Pat for more information.

Time for Processing:

Please allow 4 weeks for processing. Failure to complete and include all information requested will result in a delay and the inability to complete the review. Upon approval the Contact person will receive an email with an attached copy of the approved RC-3. If desired this approval can be mailed to you via USPS.

Steps to follow once your program has been approved:

1. Provide a Certificate of Attendance to all attendees. A Certificate of Attendance must include:
Program Title
Program provider with contact information
Date and location
Number and level of approved CPE hours
2. Maintain a documented attendance list for seven (7) years in case the Commission on Dietetic Registration (CDR) should need to verify attendance during a CPE verification audit.
3. Maintain the signed Prior Approval Request Form (RC-3) showing approval by MDA for seven (7) years.

For additional inquiries contact Pat Bollinger at pbolling@bresnan.net or (406) 443-0134

